



Participant Booklet

- > Individual participants practical resource and personal record of training



SAFETY
FIRST



Introduction to Occupational Health and Safety

Acknowledgements

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This resource is not the only Occupational Health, Safety and Welfare resource available for those who operate or work in the Disability Employment Industry, but has been tailored to include and consider situational factors that are particularly relevant to this industry/group.

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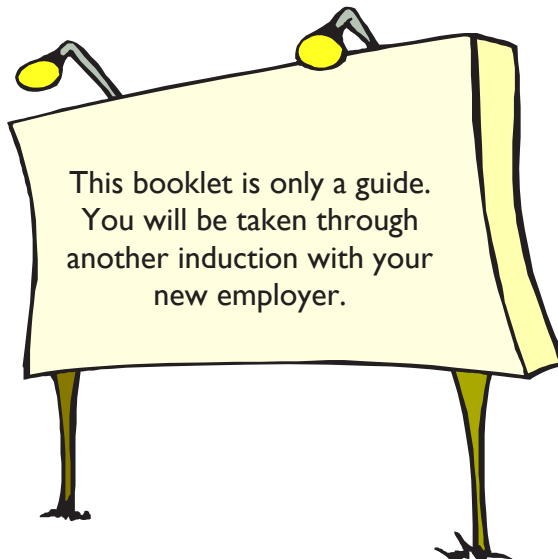
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Introduction

The purpose of this booklet is to help you understand occupational health and safety (OHS) issues that may come up at work.

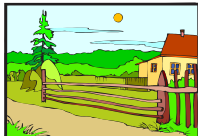
Understanding OHS issues may help you identify health and safety problems before anyone gets hurt. Understanding OHS issues could also keep you and your workmates safe from injury or illness at work.


**REMEMBER ALWAYS ASK QUESTIONS IF YOU
DON'T KNOW**

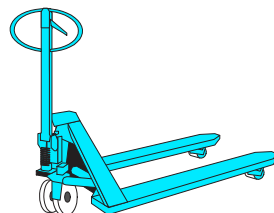
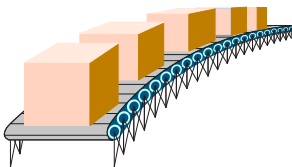


I want to work as a _____

My job will be:



 **Activity: parts of my job:**
My job could be made up of...





Activity : personal details:

**You must keep all
your details up to
date.**



Why?	
	<i>So that you can be contacted at home</i>
	<i>So that your employer knows who to call in an emergency</i>

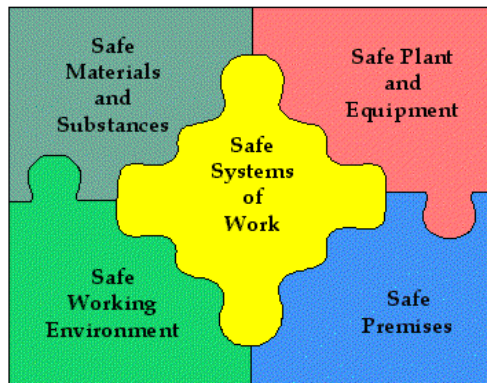
What are personal details?

Your name	
Your address	
Your phone number	
Your date of birth	
Who can be contacted in an emergency?	
What is their phone number?	

What must your employer do to make the workplace safe?

Make sure:

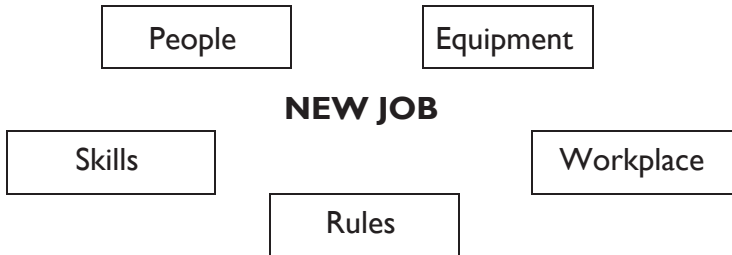
- your work area is safe
- your job is safe
- you and all other workers are trained to work safely
- new workers have someone to help them
- safety is talked about at work.





Activity: new information

A new job always means a lot of new information. Can you see how these new things could affect you in a new job?



Remember always ask questions if you are not sure about something.

At work every worker must:

- listen to (and understand) and follow the work instructions - ask questions if you are not sure
- wear the right clothes and use the right equipment as provided by the employer
- not put yourself or anyone else in danger
- not be under the influence of alcohol or drugs while at work.



Activity: my safety at work

Always ask yourself these questions.

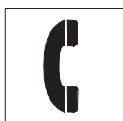
“Am I feeling well and able to continue work?”

“Is everything in this work area safe?”

“Am I wearing the right clothes and using the right equipment?”

“Am I following the instructions provided and doing the job correctly?”

Some things you need to know in any new workplace.



Toilets

Find out where the closest toilets are.

Absence

Keep your work number and contact name near you at home – so you can call to let them know if you are sick and can't go to work.

Smoking

Find out if smoking is allowed in your workplace.

Telephone calls

Check if you can keep your mobile on at work or if you can use the phone at work.

Visitors / children

Children or visitors may not be allowed in your work area.

Unfortunately people may be injured or become ill at work.



Activity

- What is my job?
- What could cause me to get hurt?
- What part of my body would be affected, and how?

What is my job	What could hurt me?	What part of my body would be affected, and how?
Example: Brick laying	Bending over to pick up bricks	Sore back Back strain

Accidents are when a person gets injured and/or when equipment gets damaged.



Incidents often mean the same thing. Incidents can also mean 'near misses'. A near miss is an event that came close to causing harm, but no one got hurt and no equipment was damaged.



IMPORTANT: All accidents and near misses should be reported.

A report gives information to the employer. This information can then be used to make sure the same accident does not happen again.

This helps keep the workplace and your workmates safe.

What would you do if you were hurt?

- ☒ Report to your supervisor straight away
- ☒ See a first aid officer
- ☒ You may be sent home - but don't go home without asking.

Manual handling is about a lot of different actions:

Lifting



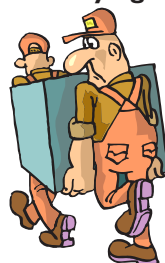
Pushing



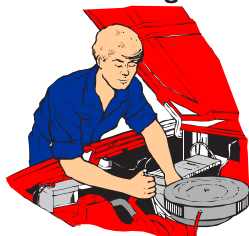
Restraining/holding



Carrying



Bending



Pulling



Safe reaching, bending and pushing needs good balance. Good balance needs help from lots of different parts of the body.

**Can you see?
LIFT PROPERLY
BEND YOUR KNEES**

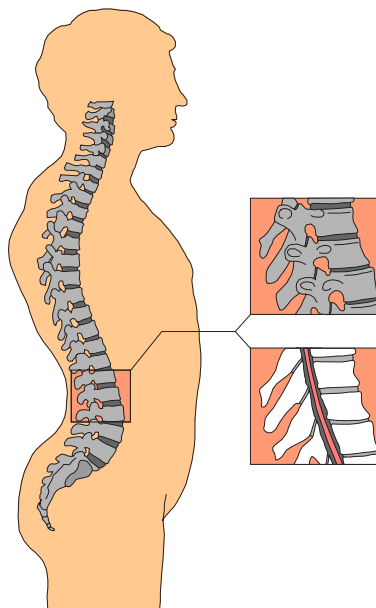


Activity: lifting

What would you do if you had to lift something off the floor?



1	Think about the task
2	Get help if the load is too heavy or awkward
3	Make sure load is as close to the body as possible
4	Place feet apart
5	Bend knees to reach the item
6	Lift slowly – keep elbows close to the body

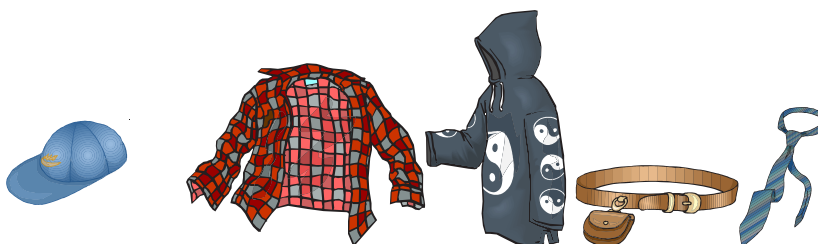


Some workplaces have rules about clothing and footwear.
Your clothes and shoes can affect your safety at work.



Activity: safe work clothing

How might wearing this clothing at work lead to an accident?



Clothing	How could I be injured if wearing these clothes?
Cap	
Shirt	
Hooded top	
Belt	
Tie	



Activity

Think about the workplace you chose in 'My job'. What clothes should you wear to work?

Clothing	Type
Shoes?	
Pants?	
Shirt/top?	
Tie?	
Hat/hairnet?	

Usually, workplaces have a **NO** alcohol or drugs rule

- ☐ Any person entering a workplace has the right to expect a safe environment, including behaviour between work mates.
- ☐ You should expect your co-workers to do their work properly without putting you in danger.
- ☐ You must not come to work if you have been drinking alcohol or taking drugs other than what your doctor gives you.
- ☐ By not drinking or taking drugs in a workplace there is a better chance that machine operation, specific tasks and even social interaction will happen professionally and competently.

It is important to tell your supervisor if you have any special needs.



Activity

What are some special needs people may have?

- Medication that needs to be taken during the working day.
- A person may need to eat or drink at certain times at work.





Activity

Think about why these things are important:

- Medicines should only be taken as prescribed by a doctor.
- The employer must be told about special needs.
- Tell someone when you are not feeling well at work.
- You must NOT drink alcohol at work or before work.
- Illegal drugs are NOT allowed at work.

What is an emergency?

CHEMICAL SPILL



ACCIDENT/ILLNESS



FIRE



OTHER

Explosions, violence, robberies, gas leaks etc, can all be emergencies.

Who is involved in an emergency?

- Emergency wardens - usually wear hard hats.
- Emergency services - will wear hats and uniforms.



Activity



What would a warden do in an emergency?

- ☐ Stay calm
- ☐ Move a safe distance away from danger
- ☐ Report:
 - Raise the alarm
 - Call 000.
- ☐ Follow all reasonable instructions from whoever is in charge

What would you do if you were part of an emergency?

- ☐ Stay calm
- ☐ Listen to any alarms
 - BEEP BEEP?
 - WHOOP WHOOP?
- ☐ Listen to all announcements
- ☐ Follow all reasonable instructions from whoever is in charge

Rubbish

- Rubbish can be solid or liquid.
- It doesn't have to smell to be rubbish.
- Small amounts quickly become large amounts.

**Can you see?
A TIDY
WORKPLACE**



Activity

Think about the work area you chose in 'My job'.

- What are some types of rubbish you could find at work?
- How would you throw it out?

Spills

Spills can make you slip and fall, and expose you to other injuries. It is important to clean spills up as quickly as possible.

There are 2 main steps to dealing with a spill – they are:



Material safety data sheets (MSDSs) contain information about substances and chemicals in the workplace. They provide information about the chemical's effect on your health, how to use, store and dispose of it safely, and what to do in an emergency.

Always keep your work area clean.

Ask your supervisor where MSDSs are kept so you can find out about the chemicals you are using.

Safety signs are not decoration. They have been put up to give specific information to protect your safety and health and should be obeyed.



Activity: signs and their meanings

The different colours and shapes on the signs mean different things.

Red usually means danger. A red circle with a line through it means this is something you must NOT do.



Yellow is a warning. A yellow triangle means you should be careful.

Blue gives you an instruction. A blue rectangle or circle tells you what you MUST do.






Some signs show colour, symbols and provide specific information.

Green represents emergency information - can you see an exit sign nearby?

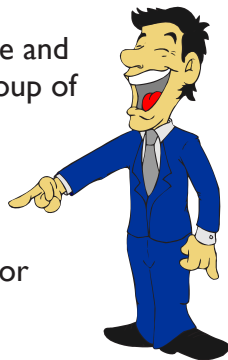


These are signs you might be familiar with

 <p>Wear safety glasses to protect your eyes</p>	 <p>Wear safety shoes (covered and capped) to protect your feet.</p>	 <p>Look out! Children about! Drive/enter area carefully.</p>
 <p>Warning – watch out for overhead obstacles.</p>	 <p>Pay attention – stairs ahead</p>	 <p>Warning – explosive material in the area.</p>
 <p>Warning – corrosive substances</p>	 <p>STOP – Do not enter this area</p>	 <p>Disabled access area</p>
 <p>Warning – infectious substances</p>	 <p>Hair must be covered and tied back</p>	 <p>Warning – low overhead space</p>
 <p>Warning – be careful when crossing this line/area</p>		

What is bullying?

- Workplace bullying is persistent, unwelcome and humiliating treatment of an employee or group of employees
- The behaviour happens over and over again
- It is often the accumulation of trivial or minor episodes.



Bullying and harassment can be:

- **physical** - being hit, tripped or pushed around
- **verbal** - name calling, teasing or putting someone down
- **psychological** - spreading rumours, ganging up or deliberately ignoring someone
- **sexual** - this can be physical, verbal or non-verbal too

There is a difference between 'just joking' and bullying. This difference can sometimes be hard to see. People's feelings can be hurt and people may even start to feel scared, depressed, sad, confused, worried, alone, angry, embarrassed and not safe coming to work.



Activity : ask yourself..

- Is someone making you feel uncomfortable at work?
- Do you sometimes make people feel hurt, sad or angry?

In a new job you might ...



find something
dangerous



think of a safer way of
doing something

not be sure if you are
doing your job safely.



feel uncomfortable around
some people.



There are a lot of people you can talk to about problems at work.

Each workplace is different but there is always someone you can talk to about safety at work.

You might talk to your:

- supervisor
- OHS representative or OHS rep
- OHS officer.

WHO CAN YOU TALK TO?

There are other people who can help you if you have a problem at work, if you don't feel that you can talk to your supervisor.

**Activity: contact people**

Think about and list the people you could contact if you had a problem at work.

Your case worker

Name

Number

**Report an incident of safety
concern: Workplace Services**

Phone 8303 0400

**Report an injury at work:
WorkCover**

Phone 13 18 55

Other contact people:

Name

Number

Name

Number

What if my problem is not related to work?

Talking with friends and family can be a good start and support at any time is a valuable resource. If you don't feel that approaching someone at work is the answer, you might consider talking to a doctor or a counsellor.

Option: stairs and ladders

Tripping or falling from any height can hurt you.

You could end up with a broken bone or muscle strain.



If you fall or you drop something, other people can get hurt too.



Activity: stair use

Why are these things important?

- DON'T rush up or down stairs.
- DON'T carry anything when using the stairs.
- USE the handrails.



Activity: stair, ramp and ladder safety

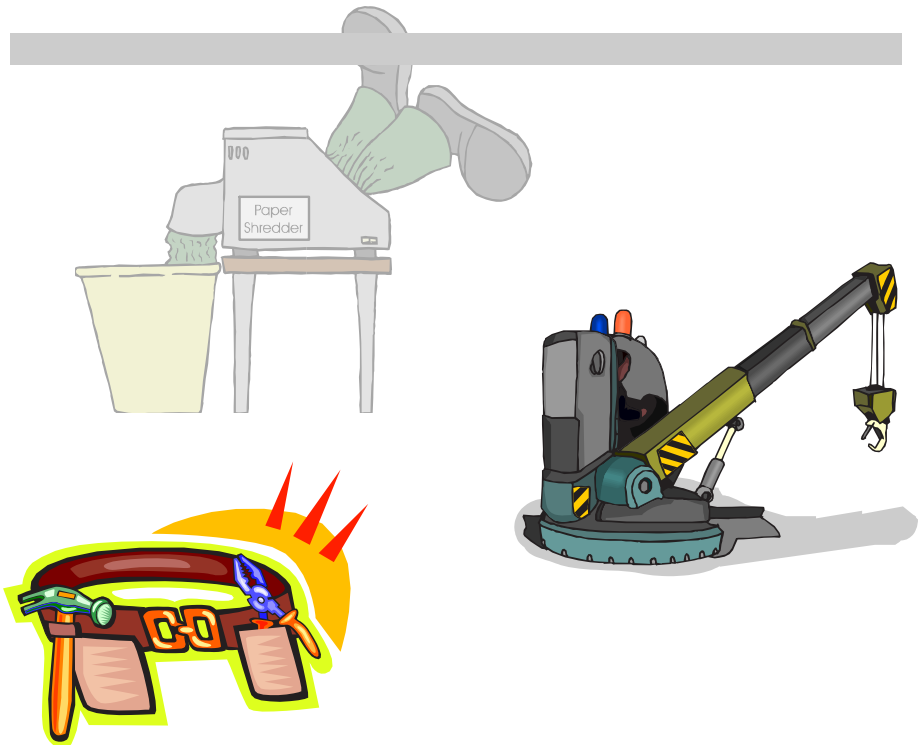
Think about some other things that could make stairs and ladders safe.

Option: tools, machinery and equipment

When using equipment in the workplace there are some things you can do to make sure you don't get hurt.

- Never use equipment or machinery unless you have been trained
- Follow your instructions and training when operating machinery.
- Before turning on – CHECK!
- Put tools and equipment away in the right place after use.
- DO NOT use anything which has a Caution, Warning, Unsafe or DANGER tag on it UNLESS you check with your Supervisor.

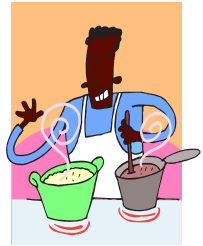
If you don't know how to use something – ASK!





Activity

What types of tools would you use in the workplace you chose in 'My job'?



How do you let your supervisor know about anything you can't use? **REMEMBER** most equipment has procedures that need to be followed.

Always ask before using.

Option: food safety

Food has to stay clean and safe before sale.

Food can make people sick if it gets dirty.

If you work in the food industry you might hear about a food safety system.

GMP and HACCP

GMP and HACCP are in place to protect the customer.

GMP (<u>G</u>ood <u>M</u>anufacturing <u>P</u>ractice)	HACCP (<u>H</u>azard <u>A</u>nalysis <u>C</u>ritical <u>C</u>ontrol <u>P</u>oint)
<p>GMP is a set of rules for people who work with food.</p> <p>This includes:</p> <ul style="list-style-type: none">• covering cuts and scrapes on your skin• wearing clean clothes• labelling things correctly.	<p>HACCP is a checking system. It makes sure that food is kept clean and safe.</p> <p>This includes:</p> <ul style="list-style-type: none">• cold food is kept in the fridge• finding things in food that shouldn't be there and telling a supervisor• checking that the problem doesn't happen again.

REMEMBER we are all customers.

Option: noise

Noise can cause ear damage and it doesn't always cause pain.

The parts of our ear that get damaged cannot be replaced or repaired.

Noise can make your workplace dangerous:

- it can stop you hearing warning sounds
- it can make it hard to communicate with other people.

If you have to raise your voice to talk to someone a metre away – you are in a place that is too noisy.

Noise damage can happen with:

- long periods of exposure – even when the noise isn't very loud
OR
- sudden, loud noises – like explosions, falling objects.

You can protect yourself from some noise exposure by wearing earplugs or earmuffs.

Earplugs



Earmuffs



Disposable Earplugs



Always wear personal protective equipment when working in a noisy place or with noisy equipment.

Option: electricity

Anything powered by electricity can be dangerous.

**Can you see?
ELECTRICAL
EQUIPMENT**

WATER AND ELECTRICITY DON'T MIX

Electrocution is one of the most common causes of death in the workplace.

Even the smallest mistake when working with electricity can cause death.

Many people associate electrocution with high voltages and overhead power lines but workplace equipment can be just as dangerous if not looked after.



Activity: electricity in your workplace

Think about the workplace you chose in 'My job'.

- How would electricity be used in that workplace?
- What would you have to look out for?

Option: isolation/lockout

Isolation/lockout systems are used at work to prevent people getting hurt by electricity, or by moving parts of machinery.

The main purpose is to lock the on/off switch so the machine can't be turned on.

If you see a tag – don't remove it and don't use the machine.

Form A: acknowledgement

I understand that:

- This information is only an introduction to OHS issues that may come up in the workplace
- The trainer will be happy to answer any questions or help me with any information I may need about safety at work.
- A lot of this information may be talked about again in my workplace induction.

--	--	--

Job Seeker Name

Signature

Date

Trainer/case manager who communicated this material

--	--	--

Name

Signature

Date

You can get more information about anything in this booklet from specific support or government groups. For help in finding contact information just ask your trainer or case manager.

Form B: induction guide

Each of the following items should be explained and/or shown to the employee before work starts.

Business name:

- ☐ Where are the toilets, washrooms, eating areas?
- ☐ Where do I sign in?
- ☐ When can I take a meal or rest break?
- ☐ Is there a smoking area?
- ☐ Where are the main rubbish areas?
- ☐ Where is the first aid room?
- ☐ How do I report an accident or near miss?
- ☐ Do I have to wear any safety equipment?
- ☐ Is there a message or notice board?
- ☐ Where is the evacuation point?
- ☐ Who can I talk to about safety?

I have spoken to
about all the above questions on ____ / ____ / ____

Name	Position	Signature

Glossary

ABBREVIATIONS AT WORK

DOB	Date of birth
MSDS	Material safety data sheets
OHS	Occupational health and safety
OHS rep	Occupational health and safety representative
PPE	Personal protective equipment

WORDS AT WORK

Accident	An incident where any person could be hurt or die; or there is damage to property.
Bullying and harassment	Workplace bullying and harassment is continuous bad treatment of someone at work by one or more people. It can be harmful to a person's health and wellbeing as well as affecting the productivity of the whole organisation.
Grounded	(Electricity) A safety mechanism found in some cords which creates a path for electrical current to travel so that electricity doesn't travel through the person and electrocute them.
Incident	An incident is something that happened that did, or could have been dangerous so you want to make sure it doesn't happen again.
Investigation	Investigations are carried out to find out what happened and why, in order to prevent a similar future occurrence.
Isolation	(Electricity) To remove the power source from a piece of equipment to keep the electricity separate from the worker.
Lockout	(Electricity) To restrict access to the power switch so that electricity cannot be turned back on while someone is working on a machine.
Manual handling	Any action that involves lifting, pushing, pulling, carrying, or restraining to move something.
Near miss	Is something that <u>nearly</u> happened that could have been dangerous - so you would make sure it won't really happen.

Notes

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